

# Metlakatla Stewardship Society

## JOB OPPORTUNITY

### Accounts Clerk

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<b>Date Classified:</b>	<b>August 19, 2021</b>
<b>Business Unit:</b>	<b>Metlakatla Stewardship Society (MSS)</b>
<b>Location:</b>	<b>Prince Rupert, British Columbia</b>
<b>Reporting to:</b>	<b>Chief Financial Officer (CFO)</b>

Metlakatla Stewardship Society has an immediate opening for a full-time Accounts Clerk. You will be responsible for managing Metlakatla Stewardship Society's accounts payable, accurately completing payroll with all requisite deductions, and maintaining appropriate financial documentation through an organized system of filing.

This position provides a 6-month leave coverage and includes phone support training with the Finance Manager and onsite training with the CFO.

### Responsibilities:

#### General Accountabilities:

- Prepare weekly or biweekly deposits of cheques and cash;
- Assist external auditors with substantive testing (hard copy review of general ledger items);
- Reconcile and prepare health benefits payments, pension plan payments, PD7A and T5008;
- Prepare T4 slips and summary reports for CFO review;
- Ensure that there is an orderly filing system for all appropriate documents;
- Ensure that the accounts receivable/payable subledgers reconcile to the general ledger;
- Prepare accounts payable; and verify mathematical accuracy, proper account codes, authorized signatures, authorized spending limits according to Finance Policy, and supporting documentation such as purchase orders or travel itineraries;
- Invoice clients and answer inquiries, follow-up with outstanding amounts from intercompany and contribution agreements;
- Prepare bank reconciliations and submit to CFO and ED for review and approval;
- Prepare payroll in Simply Accounting and submit to CFO and ED for approval;
- Prepare bank deposits and scan copies to CFO and ED;
- Perform other tasks within the scope of the position.

### Education and Experience:

- Enrolment or eligible to enrol in a diploma in business administration or commerce, or a professional accounting program
- Experience with Microsoft Office Word and Excel, Adagio and financial reporter
- Excellent communication skills, both verbal and written
- Ability and willingness to learn computerized accounting systems
- Excellent working knowledge of MS Word, Quick-books and Excel and/or ability to learn
- Accuracy and attention to detail while working under tight deadlines
- Good interpersonal and customer service skills; Good team player
- Ability to follow through and complete overlapping projects
- Open to learning and be being part of a dynamic team

### Submission Deadline:

- Open until filled.
- We invite all interested parties to reply in the strictest confidence to the Director of Human Resources: [hr@metlakatla.ca](mailto:hr@metlakatla.ca).